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Cost Reporting Process Documentation

Prepared for

Federal Communications Commission

November 3, 1995

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96-186

American Management Systems, Inc.

November 3, 1995

Federal Communications Commission
1919 M Street, N.W.
Washington, D.C. 20554-001

Attn: Mr. Tom Holleran

Dear Mr. Holleran:

This letter marks the delivery of the Cost Reporting System documentation and application code as part of the FCC Cost Management Task Plan dated March 24, 1995.

If you have any questions regarding the information provided, please call me at (703) 841-6983.

Sincerely,

Stephen W. Kidd
Senior Principal

Enclosure

cc: Randi Bennencourt, FCC
        Linda King Friedman, FCC
        Sonna Stampone, FCC
        Wanda Stiness, FCC
        Beth Palmer, AMS
        Nada Rehman, AMS
        Alan Richardson, AMS
        Karen Wheeler, AMS

aMS

Cost Reporting System - System Documentation

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1 Introduction

The Cost Reporting Process system documentation is one part of the final deliverable for the FCC cost management task. American Management Systems, Inc. (AMS) developed this document for the FCC under Contract 43-3JJJ-5-0833.

The purpose of this document is to explain the different types of application screens that have been developed for the Cost Reporting Process, the purpose of each of these screens, and which type of FCC personnel have access to each of the screens.

The Cost Reporting System (CRS) is the name of the application developed using Paradox for Windows 4.5. This version of the relational database is used as it is the version that the FCC currently supports. The CRS is designed to accommodate three types of users:

♦ System Administrator,

♦ Office of Managing Director (OMD) Cost Data Viewer, and

♦ Bureau Cost Data Viewer.

The System Administrator user has the ability to add, delete, and/or update activities, projects, organizations, bureaus, and cost data. This user is also allowed to view cost data for all FCC organizations. OMD Cost Data Viewers are allowed to view cost data for all FCC organizations and have no system maintenance capabilities. Bureau Cost Data Viewers are restricted to viewing cost data for organizations within their own bureau and have no system maintenance capabilities.

The remainder of this document discusses, in detail, the specific screens and functions to which each of the user types have access.

2   Office of Managing Director Users

Users of the CRS in the Office of Managing Director (OMD) are divided into two major groups. The first group identifies users who have access to all cost data for all FCC organizations as well as system maintenance privileges. The second group of users in OMD have unrestricted access to all cost data but have no system maintenance privileges.

The following sections detail the capabilities of each of these groups.

2.1   System Administrator

Certain users in OMD need to view data and have access to provide system maintenance. The following sections detail the capabilities available to these users.

2.1.1   System Maintenance

System maintenance of the CRS refers to the ability to add, delete, or update any of data in the system reference tables. The CRS reference tables are the following:

♦ Activity: this table contains all of the valid activity codes and their descriptions.

♦ Bureau: this table contains all of the valid bureau codes and their names

♦ Organization: this table contains all of the valid organization codes, their names, and the bureau code to which the organization belongs.

♦ Project: this table contains all of the valid project codes and their descriptions.

♦ Workload: this table contains the cost data that is received from FFS. Cost data in this table is categorized by fiscal year, period, organization code, activity code, and project code.

The following sections explain the functionality of each of the buttons on the System Maintenance screen.

Figure 2-1   **System Maintenance**
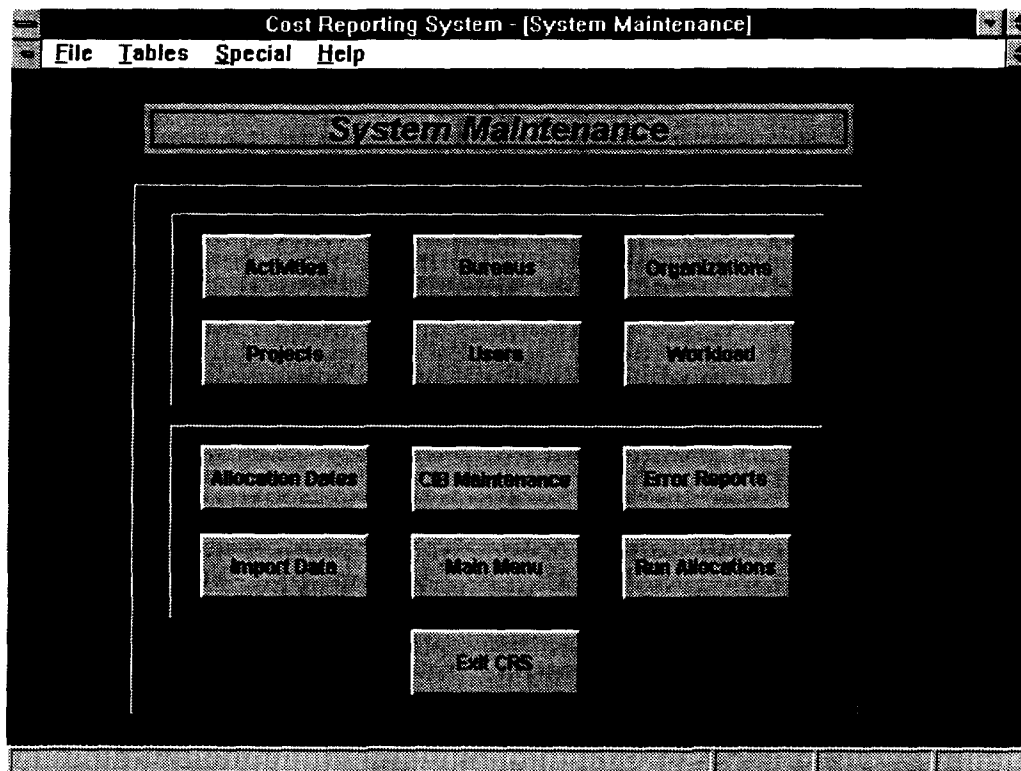
Activities

This button opens the Activity Table Maintenance window. In this window, the user has the ability to add new activities, update the names of existing

activities, and delete existing activities. An activity may only be deleted if not used in the system reference table Workload.

Figure 2-2   ***Activity Table Maintenance***

Bureaus
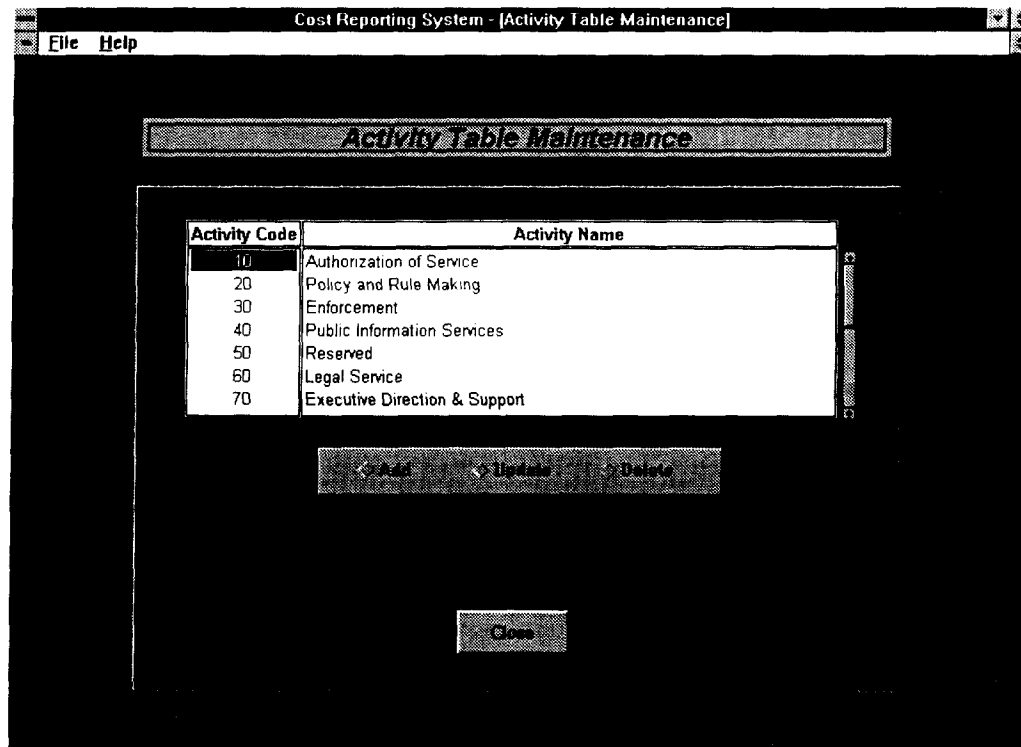
This button opens the Bureau Table Maintenance window. In this window, the user has the ability to add new bureaus, update the name of existing bureaus, and delete existing bureaus. A Bureau may only be deleted if it is not used in the system reference table Organization.

Figure 2-3   ***Bureau Table Maintenance***

CIB Maintenance

This button opens the CIB Maintenance window. In this window, the user has five options from which to choose. The Import CIB/TRS Data button imports CIB data needed for allocating the costs of the field offices. The Import CIB\FFS Payroll button imports payroll data needed for allocating the costs of the field offices. The Run Validation button verifies that the imported data uses valid organization codes, valid activity codes, and valid project codes. The Produce Error Report button opens the Error Report window showing all data that failed the validation process. The Run Conversion button performs the CIB calculations needed to convert CIB FFS data into usable costs data in the CRS. The Close button returns the user to the System Maintenance window.

Figure 2-4   **CIB Maintenance**
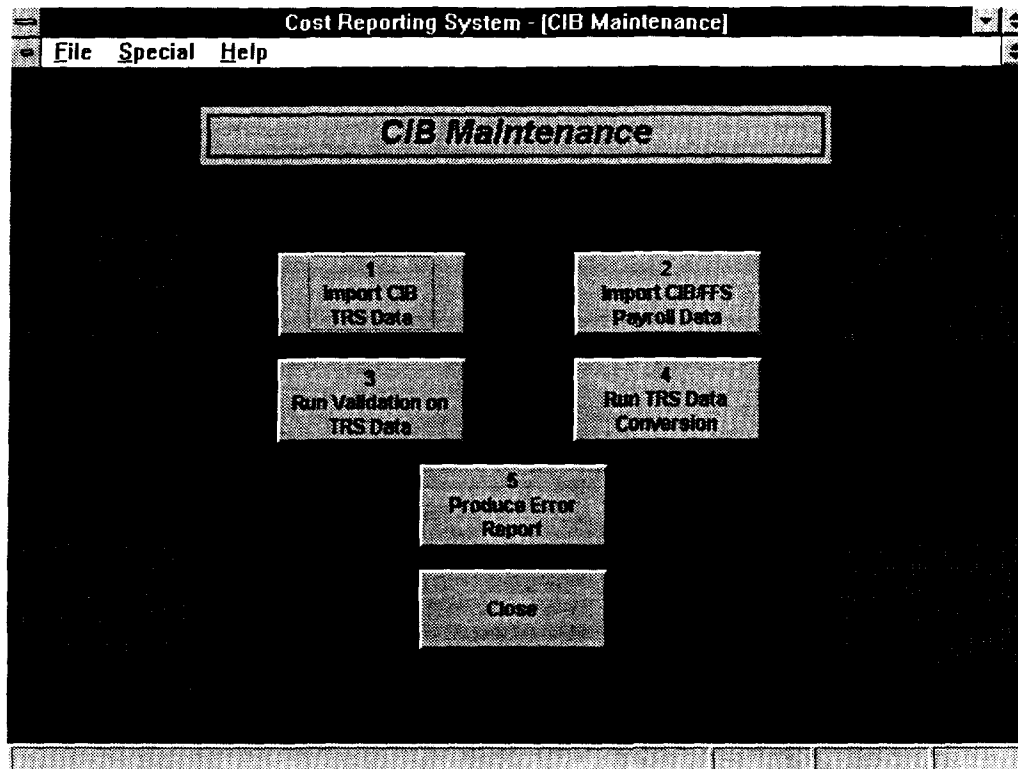
Error Reports

This button opens up the Error Reports window that displays data that failed the code validation test when imported. Data is categorized by organization code, activity code, and project code. Since this data is invalid, the user must manually correct the data. Corrected data can be revalidated by using the Revalidation button. The user has the option of printing this data.

Figure 2-5   **Error Report**

Fiscal Year	Period	Organization Code	Activity Code	Project Code	Cost
93	6	0	0	D34	($70,357.70)
93	6	26	58	DA0	($1,807.00)
93	6	30	36	D56	($467.25)

Import Data

This button allows the user to import the data from an existing flat file. This flat file is created on a monthly basis by the FFS Cost Reporting Data Extraction program. Cost data imported is categorized by organization code, activity code, and project code. A series of validation checks are performed against the codes of the imported data. Any record that fails the code validation is removed and place in a special table for import errors. Data with errors can be viewed by selecting the Error Reports button. Cost data that passes the code validation is appended to the table that contains the raw accounting data.

Main Menu

This button opens the OMD Viewing Options window. This window allows the users to select from a variety of data viewing options. Please see section 2.2 for a more detailed description.

Organizations

This button opens the Organization Table Maintenance window. In this window, the user has the ability to add new organizations, update the names of existing organizations, and delete existing organizations. Organizations may only be deleted if not used in the system reference table Workload.

Figure 2-6   *Organization Table Maintenance*

allocation has already taken place for the indicated fiscal year and period, the user has the option of overwriting the existing allocated data or halting the process.

Figure 2-8   **Allocation Year and Month Selection**
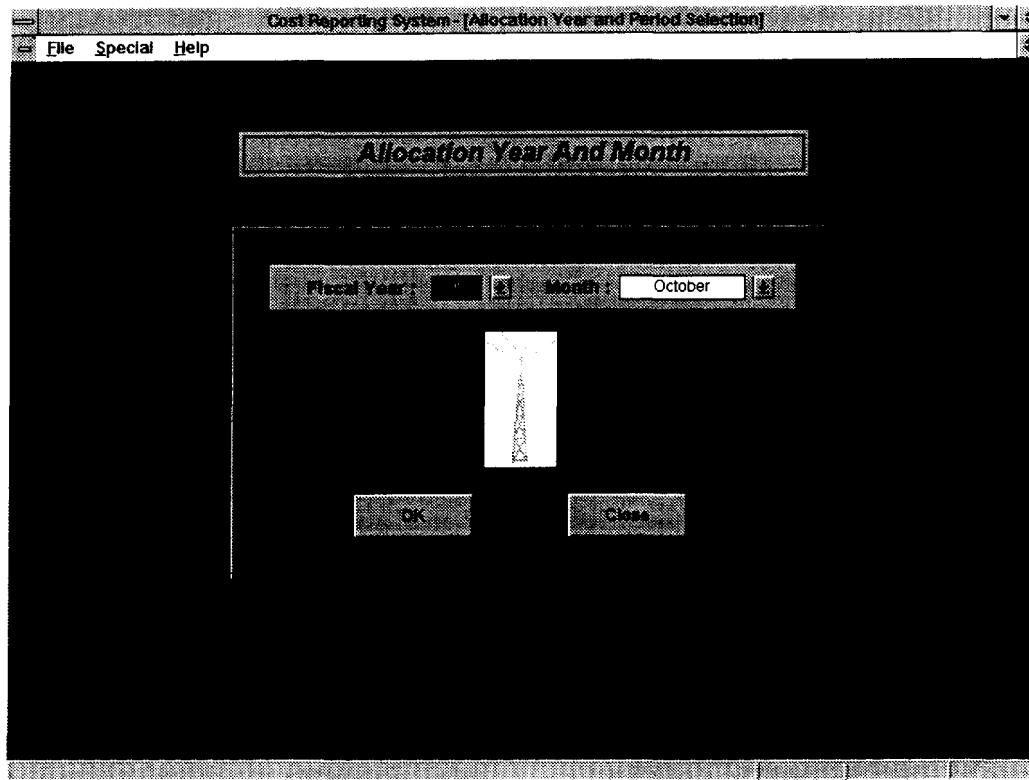
Users

This button opens the User Table Maintenance window. In this window, the user has the ability to add new users, update the name, bureau code, and access rights for existing an existing user, delete existing users, and change an existing user's password. A user may only be deleted if use has had no activity in the Cost Reporting System.

Figure 2-9   **User Table Maintenance**

Cost Reporting System - [User Table Maintenance]

File   Help

User Table Maintenance

User ID	First Name	Last Name	Bureau Code	Access Type	Access Level	Valid
arr	Alan	Richardson	11	M	A	Y
blin	Brenda	Lin	12	V	B	Y
madams	Michelle	Adams	10	V	A	Y
tholleran	Tom	Holleran	11	V	A	Y

Add User   Update User   Change Password   Delete User

User ID:

View Log

User First Name: User Last Name:

OK

Bureau Name: Office of the Commissioner Hundt   Bureau Code: 1

Close

Maintenance   All   Yes

Views   Bureau   No

[2 of 22 [:COST:BUREAU.DB]

Workload

This button opens the Locate Workload Data window. This window allows
the user to set parameters for viewing the raw accounting data as imported
from FFS. The user must select a bureau from the bureau drop down list box,
and organization from the organization drop down list box, a fiscal year from
the fiscal year drop down list box and a period from the period drop down
list box. Once the parameters have been set, the user clicks on the Locate
button. If data exists for the parameters selected the user is brought to the
Workload Table Maintenance window.

Figure 2-10   **Locate Workload Data**

Figure 2-11   **Workload Table Maintenance**

2.1.2   Report Options

Report Options for the System Administrator are the same for OMD Cost
Data Viewers. Please see section 2.2 - OMD Cost Data Viewers for a detailed
description of the reporting options.

2.2   OMD Cost Data Viewers

Not all OMD personnel need to have the same level of access in the Cost
Reporting System. There will be users who need only to be able to view cost

data and have no need for system maintenance access. These users have access to the same type of cost data as the system administrator but on the OMD Options window, the Maintenance button is inactive.

There are five options available to these users:

♦ Summary Reports: This options allows the user to look at cost data for the entire FCC as a whole. Section 2.2.1 discusses this option in greater detail.

♦ Detail Reports: This option allows the user to view cost data for a specific bureau and by organizations within a bureau. Section 2.2.2 discusses this option in greater detail.

♦ Graphs: This option allows the user to view four graphical representation of FCC costs by Activities and by Projects. Section 2.2.3 discusses this option in greater detail.

♦ Maintenance: This brings the user to the System Maintenance window. As noted above, only users with system maintenance access will be able to use this button.

♦ Exit CRS: This option exits the user for the Cost Reporting Application.

Figure 2-12   **OMD Options**
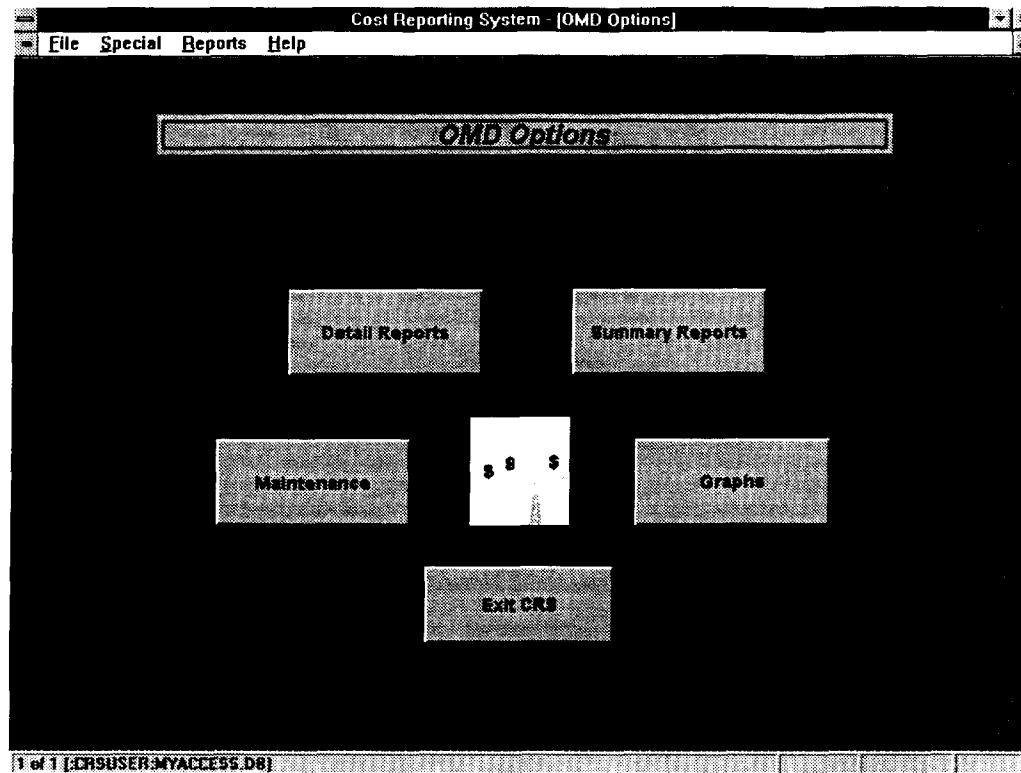
2.2.1   Summary Reports

Users must select the which fiscal year's data is to be viewed. If a particular year is not listed, that is an indication that no cost data exists for that year. If the data to be viewed is monthly, users must indicate the fiscal year as well as the month in the fiscal year drop down list box and the period drop down list box. If a particular year and/or period is not listed, that is an indication that no cost data exists for that year and/or period.

Figure 2-13   ***Summary Report Options***

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┌─────────────────────────────────────────────────────────────────────┐
│ ═     Cost Reporting System - [Summary Report Options]        ▼│▲│    │
│ ▬  File   Special   Help                                         ▲│    │
│                                                                       │
│       ┌──────────────────────────────────────────────────────┐       │
│       │            Summary Report Options                     │       │
│       └──────────────────────────────────────────────────────┘       │
│                                                                       │
│   ┌─────────────────────────────────────────────────────────────┐    │
│   │  ◆ Year To Date   ▷ Monthly    Fiscal Year :  │  95  │ ▲│    │    │
│   └─────────────────────────────────────────────────────────────┘    │
│                                                                       │
│      ┌──────────────────────────────────────────┐                    │
│      │            Includes All Costs            │                    │
│      │  ◆ Unallocated Costs by Activity and Organization            │
│      │  ▷ Allocated Costs by All Projects and Activities            │
│      │  Excludes Reimbursable Agreements and Spectrum Auction Costs │
│      │  ▷ Allocated Costs by Activity, Organization, and Project    │     ┌─────────┐
│      │  ▷ Allocated Costs by Activity, Bureau, and Project          │     │  View   │
│      │  ▷ Allocated Costs by Bureau, Activity, and Project          │     └─────────┘
│      │  ▷ Allocated Costs by Project and Activity                   │     ┌─────────┐
│      │  ▷ Allocated by Project and Activity (No Section 8)          │     │  Close  │
│      └──────────────────────────────────────────┘                    └─────────┘
│                                                                       │
│ │2 of 22 [BUREAU.DB]│                                                 │
└─────────────────────────────────────────────────────────────────────┘
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After selecting the parameters of the type of data to view, users may select one of seven available reports. The following is a list of the reports:

♦ Unallocated Costs by Activity and Organization,

♦ Allocated Costs by Activity, Organization, and Project - Excluding Reimbursable Agreements and Spectrum Auction,

♦ Allocated Costs by Activity, Bureau, and Project - Excluding Reimbursable Agreements and Spectrum Auction,

♦ Allocated Costs by Bureau, Activity, and Project - Excluding Reimbursable Agreements and Spectrum Auction,

♦ Allocated Costs by Project and Activity - Excluding Reimbursable Agreements and Spectrum Auction, and

♦ Allocated Costs by Project and Activity - Including Reimbursable Agreements and Spectrum Auction, and

♦ Allocated Costs by Project and Activity - Excluding Authorization of Service, Reimbursable Agreements, and Spectrum Auction.

Users click on the VIEW button and are brought to the Data Views window.

2.2.2   Detail Report Options

Users must select the bureau and the organization they want to view as well as whether the costs data should be year-to-date or for a particular period. If the data is to be year-to-date, users must indicate the fiscal year in the fiscal year drop down list box. This box contains a list of the available years to view. If a particular year is not listed, that is an indication that no cost data exists for that year. If the data to be viewed is monthly, users must indicate the fiscal year as well as the month in the fiscal year drop down list box and the period drop down list box. If a particular year and/or period is not listed, that is an indication that no cost data exists for that year and/or period.

Figure 2-14   ***Detail Report Options***

After selecting the parameters of the type of data to view, users may select one of five available reports. The following is a list of the reports:

♦ Unallocated Costs by Activity and Organization,

♦ Allocated Costs by Activity, Bureau, and Project - Excluding Reimbursable Agreements and Spectrum Auction,

♦ Allocated Costs by Project and Activity - Excluding Reimbursable Agreements and Spectrum Auction, and

♦ Allocated Costs by Project and Activity - Including Reimbursable Agreements and Spectrum Auction, and

♦ Allocated Costs by Project and Activity - Excluding Authorization of Service, Reimbursable Agreements, and Spectrum Auction.

If the user wishes to see all of the cost data for a selected bureau, the user may select "All" which, for all bureaus with more than one organization, is the first item in the organization name drop-down list box. Selecting "All" allows the user to view cost data by another report called Allocated Costs by Activity, Organization, and Project.
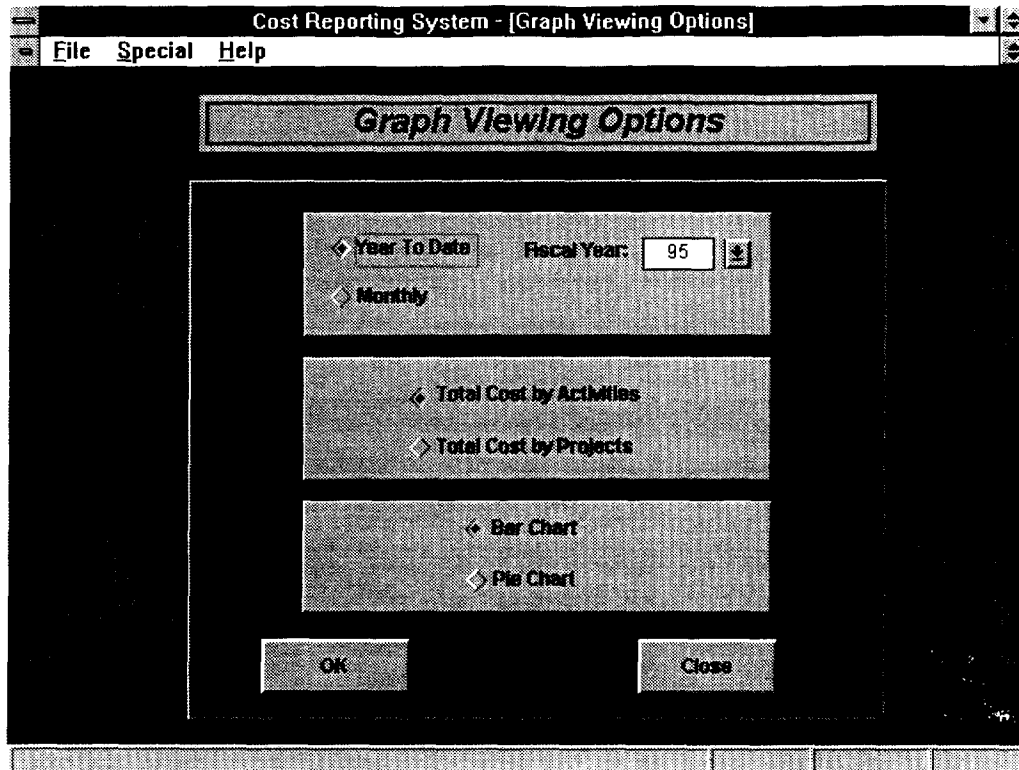
Users click on the OK button and are brought to the Data Views window.

2.2.3   Graphs

OMD Cost Data Viewers have the option of viewing data in a graphical representation for Activities and Projects. Users may view a bar chart as well as a pie chart of activity and project costs.

Figure 2-15   **Graph Viewing Options**

2.2.4   Online Data Views

The Online Data View window is an online view of the cost data based on the
parameters the user selected on the Report Options window. The user has the
option of printing the current view and/or exporting it to a text file.

The following is a sample of one of the data views.